



---

# The Ontario Council on Community Health Accreditation

---

3370 South Service Road,  
Burlington, Ontario, L7N 3M6  
Tel: (905) 639-6367  
web: [www.occha.org](http://www.occha.org)  
e-mail: [info@occha.org](mailto:info@occha.org)

## ANNUAL REPORT 2008



Promoting accountability & excellence  
*excellence*  
in public health programs and services  
*public health*  
throughout Ontario  
*Ontario*  
since 1981

# Annual Report 2008



The Ontario Council  
on Community  
Health Accreditation

The Ontario Council on Community Health Accreditation (OCCHA) was formed in 1981. OCCHA is an independent agency directed by a Board of Directors whose members are appointed by professional associations involved in public health.

## Mission Statement

The Ontario Council on Community Health Accreditation promotes accountability and excellence in public health programs and services.

## Mandate

To establish, review and revise accreditation standards related to governance, administration and program planning, implementation, monitoring and evaluation.

To enhance knowledge through consultation and shared experience.

To measure agency performance against peer-set standards, provide comprehensive reports and confer accreditation awards.

To promote and facilitate continuous quality improvement in public health units through consultation across Ontario health units.

To work in partnership with other community health organizations and relevant provincial ministries, to promote excellence in public health programs and services.

## OCCHA Announces Changes To The Accreditation Process & Standards

In consideration of OCCHA's work to support continuous quality improvement, through the development and implementation of a quality framework for public health units, the OCCHA Board of Directors has formally approved a standardized accreditation process and award, to be implemented in January 2009. The standardized accreditation process will be based on a three year cycle, will include an annual review component, and will be linked to the OCCHA quality framework for public health units. The resulting accreditation process will also be streamlined to facilitate ongoing participation in the process, through the development of documentation checklists and enhanced web pages for accredited health units. An accreditation process working group has been organized to develop the protocols and tools for the standardized accreditation process, including updates to the on-site survey review. It is anticipated that updates to the accreditation process and documents will be available in late Fall of 2008.

To further support this new accreditation process, the OCCHA Board of Directors, through the Principles and Standards Committee, recently completed a formal review of the accreditation standards. The standards were revised and updated to incorporate the Ontario Public Health Standards and to more clearly reflect the quality components within the quality framework. We invite you to review the revised Standards, the Quality Framework for Public Health Units and other accreditation documents on the OCCHA website at [www.occha.org](http://www.occha.org).

Promoting accountability & excellence  
excellence  
in public health programs and services  
public health  
throughout Ontario  
Ontario  
since 1981



## Accredited Health Units

Algoma Health Unit  
 Brant County Health Unit  
 Durham Region Health Department  
 City of Hamilton Public Health Services  
 Huron County Health Unit  
 KFL&A Public Health  
 Leeds, Grenville and Lanark District Health Unit

Middlesex-London Health Unit  
 Niagara Region Public Health Department  
 Ottawa Public Health  
 Simcoe Muskoka District Health Unit  
 Sudbury and District Health Unit  
 Wellington-Dufferin-Guelph Public Health

## 2007-2008 Board of Directors

CHAIR	VICE-CHAIR	SECRETARY-TREASURER	PAST CHAIR
Ellen Wodchis Health Promotion Ontario (public health)	Marion McGeein ANDSOOHA – Public Health Nursing Management	Daina Mueller Ontario Public Health Association	Bonnie Jeffrey Ontario Association of Public Health Dentistry

## Members-at-Large

Shelley Stalker Association of Public Health Epidemiologists in Ontario	Catherine Bloskie Association of Ontario Public Health Business Administrators	Robert Thompson Association of Supervisors of Public Health Inspectors of Ontario
Dr. Allan Northan Association of Local Public Health Agencies Council of Ontario Medical Officers of Health	Elaine Murkin Ontario Society of Nutrition Professionals in Public Health	Helen Mulligan Association of Local Public Health Agencies Board of Health Section

## Report of the Chair

OCCHA strives to promote excellence and accountability in public health programs and services across the province.

Ongoing consultation with the Ministry of Health and Long Term Care in support of the public health renewal, performance measurement and accountability continues. OCCHA looks forward to our continued involvement in support of public health renewal. OCCHA provided feedback on the new Ontario Public Health Standards and took part in the consultation process for the protocols.

In consideration of OCCHA's work to support continuous quality improvement and to facilitate participation in the accreditation program, the Board of Directors has approved a three year standardized accreditation award, to be implemented in January 2009. Processes and tools to support this change in the program are being developed. The accreditation program will be expanded to include annual reviews and reporting mechanisms. OCCHA has revised its standards in order to align with the Ontario Public Health Standards. Health units have been asked for feedback and the updated standards will be presented to the OCCHA Board of Directors for formal approval in July 2008.

OCCHA conducted two accreditation surveys during the June 2007 – July 2008 timeframe.

These are exciting times for the OCCHA Board of Directors and staff. Significant changes in public health are underway and OCCHA is pleased to be part of these changes. Many thanks to the Board and staff for their energy, hard work and commitment to the accreditation process.

Ellen Wodchis  
July 2008

**Promoting accountability & excellence**  
*excellence*  
**in public health programs and services**  
*public health*  
**throughout Ontario**  
*Ontario*  
**since 1981**



## Report of the Principles and Standards Committee

Chair: Daina Mueller

Members: Catherine Bloskie, Bonnie Jeffrey, Marion McGeein, Allan Northan, Shelley Stalker, Ellen Wodchis (ex-officio)

During the year April 1, 2007 to March 31, 2008 the Principles and Standards (P & S) Committee held five meetings.

The P&S Committee identified the following 3 priority tasks for this calendar year:

- 1) Review and revision of the OCCHA standards to incorporate the Ontario Public Health Standards (timelines: January - March 2008)
- 2) Review and development of revised accreditation process (timelines: January – July 2008)
- 3) Review and revision of OCCHA components to incorporate the OPHS protocols (timelines: April – July 2008)

To facilitate the completion of these tasks, two working groups of the P&S Committee were identified (standards working group and process working group). The standards working group met three times between January and March and the process working group met once, with additional meetings scheduled between March and September.

Specific considerations included: transition issues, financial implications, accreditation documents development and distribution, surveyor training, on-site survey protocols/annual review, linkages with the OCCHA CQI framework and linkages with the MOHLTC (i.e., implementation of the OPHS standards and protocols and accountability framework).

I sincerely thank all members of the P & S Committee and the working groups for their dedication and thoughtful review of both the accreditation process and standards over the past year. I would also like to thank Ms. Kris Millan of the KFL&A Public Health Unit for her assistance in this initiative. The committee looks forward to a productive year ahead.

Daina Mueller  
2007-2008

## Report of the CQI Committee

Members: Shelley Stalker, Marion McGeein,  
Ellen Wodchis (ex-officio)

The purpose of the CQI Committee is to improve OCCHA's ability to encourage and facilitate organizational excellence and ongoing quality of practice (i.e., CQI) in public health. The Committee met twice during the course of 2007 – 2008.

In support of OCCHA's strategic direction on continuous quality improvement, the CQI Committee reviewed the feedback from health units regarding the quality framework. The quality components within the framework are considered a key aspect of the formal revisions to the accreditation standards.

I would like to thank the members of the CQI Committee for their hard work. Also, thank you to the CQI Advisory Group for their interest in our work and commitment to quality improvement in public health.

Marion McGeein  
Acting Chair

## Report of the Marketing Committee

Chair: Rob Thompson  
Members: Helen Mulligan, Bonnie Jeffrey,  
Ellen Wodchis (ex-officio)

The Marketing Committee of the OCCHA Board of Directors met two times between April 1, 2007 and March 31, 2008.

During that time, the key focus of the Committee was:

- The development and implementation of a image and logo for the standardized accreditation process;
- Continued development and implementation of improvements to the OCCHA website, and
- Updates to the marketing implementation plan in support of OCCHA's strategic directions.

The Marketing Committee looks forward to our continued work in the development of processes and mechanisms designed to enhance the accreditation process and to facilitate participation in the accreditation process. In addition, the Marketing Committee is committed to ensuring that our member organizations are regularly updated as to the directions and activities of the OCCHA Board of Directors.

My thanks to the Marketing Committee members for their ongoing hard work and commitment to enhancing the accreditation process.

Rob Thompson



## Report of the Executive Director

One of the strengths of the Ontario Council on Community Health Accreditation (OCCHA) is its ability to continuously adapt to changes in the public health system in Ontario. This past year, members of the OCCHA Board of Directors worked diligently to ensure that the accreditation standards incorporated the Ontario Public Health Standards and that the accreditation process supported ongoing quality improvement in public health units. The result was the introduction of a standardized accreditation process, based on the OCCHA quality framework for public health units, which includes annual reporting and review tools. The Board of Directors will continue to work throughout this year to complete the development and implementation of a number of web-based and other accreditation tools which will facilitate participation in the accreditation process.

In addition, the OCCHA Board of Directors has continued to participate in reference panel and other discussions with the Ministry of Health and Long-Term Care to ensure that the accreditation process and standards support accountability and the performance management framework.

On behalf of the OCCHA Board of Directors, I would like to thank all those who have provided ongoing feedback during this past year, including the Ministry of Health and Long-Term Care, the members of our CQI Advisory Group, our member organizations, public health units, Boards of Health and OCCHA surveyors. OCCHA welcomes your continued input and feedback to facilitate the sustainability and continued growth of the accreditation process.

I would also like to express my sincere thanks to the members of the OCCHA Board of Directors and to Bev Russ for their dedication, hard work, commitment and support of, this organization and the accreditation process.

Meighan Finlay  
2008

## Auditors' Report

To the Directors of  
Ontario Council on Community Health Accreditation

We have audited the statement of financial position of Ontario Council on Community Health Accreditation as at March 31, 2008 and the statement of operating funds for the year then ended. These financial statements are the responsibility of the Council's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Ontario Council on Community Health Accreditation, as at March 31, 2008 and the results of its operations for the year then ended in accordance with Canadian generally accepted accounting principles.

Mississauga, Ontario  
June 12, 2008

Clarkson Rouble LLP  
Chartered Accountants  
Licensed Public Accountants

Promoting accountability & excellence  
*excellence*  
in public health programs and services  
*public health*  
throughout Ontario  
*Ontario*  
since 1981



## Ontario Council on Community Health Accreditation

### Statement of Financial Position As at March 31

<b>Assets</b>	2008	2007	<b>Liabilities</b>		
Cash	\$111,063	\$108,801	Accounts payable and accrued liabilities	9,196	8,026
Short-term investments(Note 3)	49,966	48,393	Deferred revenue	12,400	7,450
Accounts receivable	3,489	7,476		21,596	15,476
Prepaid expenses	4,787	2,265			
	<b>169,305</b>	<b>166,935</b>	Net Assets	<b>\$147,709</b>	<b>\$151,459</b>

#### Net Assets Represented by:

Accumulated surplus	<b>\$147,709</b>	<b>\$151,459</b>
---------------------	------------------	------------------

On behalf of the Board:

## Ontario Council on Community Health Accreditation

### Statement of Operating Funds

#### Statement of Operating Funds Year Ended March 31

	<b>Budget</b>	<b>2008</b>	<b>2007</b>
	(Note 5)	<b>Actual</b>	<b>Actual</b>
<b>Revenue</b>			
Ministry of Health and LongTerm Care grant	\$ 202,600	\$ 121,800	\$116,000
Accreditation maintenance fees	41,100	35,200	35,750
Accreditation survey fees	13,000	4,700	25,200
Interest income	600	766	1,710
	<b>257,300</b>	<b>162,466</b>	<b>178,660</b>
<b>Expenditures</b>			
Board and committee meetings	31,000	12,530	13,441
Marketing and travel	6,500	1,848	5,258
Insurance	2,500	2,395	2,228
Office and computer	14,500	3,108	4,818
Photocopying and printing	3,200	23	648
Postage and courier	2,000	472	1,147
Professional development	1,500	1,069	620
Professional services	4,000	2,390	2,000
Rent and occupancy	13,600	13,622	13,429
Surveyor training workshop	6,000	-	-
Salaries and benefits	155,000	120,546	107,610
Telephone and facsimile	4,500	4,325	4,557
Accreditation survey expenses	13,000	3,888	24,441
	<b>257,300</b>	<b>166,216</b>	<b>180,197</b>
<b>Deficit</b>	-	<b>(3,750)</b>	<b>(1,537)</b>
<b>Surplus, beginning of year</b>	151,459	151,459	152,996
<b>Surplus, end of year</b>	<b>\$151,459</b>	<b>\$147,709</b>	<b>\$151,459</b>

# Ontario Council on Community Health Accreditation

Notes to Financial Statements • March 31, 2008

## 1. Purpose of organization

Ontario Council on Community Health Accreditation ("OCCHA") is a nonprofit corporation incorporated under the Ontario Business Corporations Act without share capital on October 31, 1981. OCCHA's conviction is that the provision of quality public health programs and services requires sound administrative and operational processes. Through the accreditation process, OCCHA provides an independent, voluntary, peer evaluation of the administrative and operational aspects of local public health agencies.

## 2. Significant accounting policies

The financial statements of Ontario Council on Community Health Accreditation are prepared in accordance with Canadian generally accepted accounting principles applicable to nonprofit organizations described below.

### (a) Accrual basis of accounting

These financial statements are prepared on the accrual basis of accounting for revenues and expenditures.

### (b) Revenue recognition

Accreditation revenue received prior to the completion of accreditation and other projects is deferred to the period of completion. Accreditation maintenance revenue is recognized when billed, on the anniversary date of accreditation. Grant revenue is recognized when received.

### (c) Income taxes

The Council is a not-for-profit organization and is therefore exempt from income taxes under the Income Tax Act.

### (d) Use of estimates by management

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make certain estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported periods. The most significant estimate included in these financial statements is the valuation of accounts receivable. Actual results may differ from estimates.

### (e) Investments

All shortterm investments are classified as available for sale because the Foundation does not intend to trade the investments for short term profit making and accordingly has not elected to classify the investments as held for trading. The quoted market price was used to estimate the fair value of the financial instruments held as shortterm investments.

## 3. Shortterm investments

Shortterm investments consist of GICs bearing interest at an average rate of 3.25% per annum, recorded at market value, that matures June 27, 2008.

## 4. Statement of cash flows

A statement of cash flows has not been provided as it would not provide any additional meaningful information.

## 5. Budget information

The budget figures as presented for comparison purposes are unaudited and are those approved by the Board of Directors. No audit opinion is expressed or implied.

## 6. Contracts and commitments

Future minimum payments required under contractual obligations that have remaining terms in excess of one year are:

2009	\$23,174
2010	14,073
2011	14,289
	<u>\$51,536</u>

## 7. Economic dependence

The Council is dependant on the Ministry of Health and Long-Term Care for a portion of their operational funding.

## 8. Contingent liabilities

A clause of the Council's agreement with the Ministry of Health Long Term Care may require the Council to repay some residual portion of the funding received or the Ministry may designate what the determined amount may be spent on. This clause requires that the Ministry review year end financial statements to determine what amount, if any, is to be repaid or designated for a specific use.

## 9. Financial instruments

Canadian generally accounting principles require that the Council disclose information about the fair value of its financial assets and liabilities. Fair value estimates are made at the balance sheet date, based on relevant market information and information about the financial instrument. These estimates are subjective in nature and involve uncertainties in significant matters of judgment and therefore cannot be determined with precision. Changes in assumptions could significantly affect these estimates. The carrying amounts for short term investments, accounts receivable, and accounts payable on the balance sheet approximate fair value because of the limited term of these instruments.

## 10. Change in accounting policy

Effective March 31, 2008, the Council adjusted its accounting policies prospectively to reflect the requirements in section 3855 of the CICA Handbook, Financial Instruments Recognition and Measurement section, to record investments at market value; previously investments were recorded at cost and the gains or losses recognized on the sale of the investments while costs were expensed as paid.

Promoting accountability & excellence  
*excellence*  
 in public health programs and services  
*public health*  
 throughout Ontario  
*Ontario*  
 since 1981